



Bob Holden
Governor

DIVISION OF WORKFORCE DEVELOPMENT

Joseph L. Driskill
Director

November 16, 2001

MEMORANDUM FOR WORKFORCE INVESTMENT ACT (WIA) LOCAL CONTACTS

From: Rick Beasley

Subject: Basic Guidelines for Regional Workforce Investment Planning

Attached is the recently completed DWD Issuance 03-01, transmitting local regional planning guidelines. These guidelines are intended to assist the local Workforce Investment Areas in developing regional plans, in accordance with WIA Title 1 and the Missouri Training and Employment Council's policy.

Included in these guidelines are some frequently asked questions concerning regional planning, examples of who should be involved, and samples of what has been accomplished by some areas of the state, as well as additional resources.

Among these resources, is the *Target Missouri II: A Regional Approach to Economic Development* publication from the Department of Economic Development. This document uses a variety of data analysis tools to determine which industries should be "targeted" as having the greatest competitive advantage in a region.

As these industries can have the highest levels of employment in an area, it is crucial that their job skill needs are matched by the skills available in the regional workforce. Therefore, workforce development needs should be integrated with the economic development needs of a region.

I hope these guidelines will assist you in the development of your regional plans. Should you have questions regarding this issuance or the guidelines, please contact Clinton Flowers (573/526-8261) or Anita Henry (573/522-8619).

RB/AH/JCF

Attachment

c: DWD Administration
DWD Central Office Managers
DWD Regional Managers
WIB Chairs
WIB Local Contacts